



## Town of Coupeville

4 NE Seventh ▪ PO Box 725 ▪ Coupeville WA 98239  
360.678.4461 ▪ 360.678.3299 Fax ▪ [www.townofcoupeville.org](http://www.townofcoupeville.org)

Friday, December 14, 2018

Robert Teel  
MuckRock News  
Dept MR 59962  
411A Highland Drive  
Somerville, MA 02144

Re: **Request for Public Records dated 08/25/18**  
**Received by the Town on 08/27/18**  
**Request Number: 18-013**

Dear Robert Teel,

Please be advised that the Town considers an installment claimed, when payment is received. Pursuant to RCW 42.56.120, the Town is not obligated to continue to fulfill a request that is not claimed. Please remit payment upon receipt of this notice, and reference PRA #18-013. The Town will continue to work to fulfill this request once payment has been received for the third installment and you will be notified of the expected date of delivery of the fourth installment.

As a reminder, the Town can only accept cash or check payments.

Payment should be sent to:

**Town of Coupeville  
PO Box 725  
Coupeville, WA 98239**

The cost for providing records responsive to this request, to date, is detailed on the next page.

	Installment 1	Installment 2	Installment 3	Fees	Total Charge
Email Messages /Transmission Charge					
Scanned Documents		454	158	\$ 0.10	\$61.20
Electronic Files	554	400	22	\$0.05/4	\$12.20
Media - Data Disc	\$10.00*	\$10.00	\$10.00		\$30.00
Postage	\$2.66*	\$2.66	\$2.66		\$7.98
<b>Total</b>					<b>\$111.38</b>
Payments Received	09/25/18	11/06/18			\$52.64
<b>Remaining Due</b>					<b>\$58.74</b>

Please let me know if you have questions or concerns.

Sincerely,



Kelly Beech, Clerk-Treasurer  
Town of Coupeville  
4 NE 7th Street, PO Box 725  
Coupeville, WA 98239  
360-678-4461 ext. 7  
clerktreasurer@townofcoupeville.org